

or staples. These containers are purchased out of the budget of the Hall of Records and are provided without charge to the agencies as they are needed. Platform and ladder trucks and a microfilm camera and two readers for the Baltimore Center brought the total cost of equipment for the two installations to \$24,353.

The operation of the Centers is governed by rules established by the Archivist and the Assistant Records Administrator. Records must be controlled by records schedules before they will be accepted for deposit. Since the records of all but a few agencies were already governed by schedules, only a few additional ones had to be established. However, some of the early schedules had to be amended to indicate what record series were to be transferred and at what time. Each State agency is responsible for moving its own records to the Center. If requested by the agency, our personnel will supervise the packing of records, help in making the necessary transportation arrangements, and in special cases, provide other assistance. With a majority of the agencies now located in the two State Office Buildings or buildings adjacent to them, the transportation of records presents a problem for only a few agencies and for the institutions of the State, all of which are located elsewhere. Center personnel service the records from the time they are received until they are destroyed under authority contained in the retention schedule. This service includes shelving the records, maintaining the necessary control forms, microfilming records to be preserved on film, providing reference to the records, and supervising their destruction. Information from records or the records themselves may be requested by agency officials by telephone, in writing, or in person. In the ten months during which the Annapolis Center was in operation, 1,363 cubic feet of records were accepted for deposit, while 1,710 cubic feet of records were transferred to the Baltimore depository during the single month of June.

The increased responsibility occasioned by the acquisition of the Records Centers necessitated changes in the duties of most of the records management personnel. The Division's microfilm staff became responsible for servicing the records in the Annapolis depository as well as microfilming records designated for preservation on film. The Public Records Examiners, who assisted the Assistant Records Administrator in planning the Centers, organizing their operation, and effecting the transfer of records to them, participate in their administration. Since the Centers were operated during the period covered by this report without additional personnel, although a staff of three for